LibreOffice Writer

Windows / Linux shortcuts

CONCEPTS

Format with styles (F11), not by hand: change a style once and every paragraph using it follows.

Shortcuts are for Windows and Linux. On macOS read Ctrl as Command and Alt as Option; some differ (redo is Command+Shift+Z). Your desktop may grab a few; rebind in Tools > Customize > Keyboard.

FILES & DIALOGS

Ctrl + S
Save

Ctrl + O
Open document

Ctrl + P
Print

EDITING

Ctrl + C
Copy

Ctrl + V
Paste

Ctrl + Z
Undo

Ctrl + Y / Ctrl + Shift + Z
Redo

Ctrl + A
Select all

Ctrl + Alt + Shift + V
Paste as unformatted text

Ctrl + Shift + V
Paste Special dialog

FORMATTING

Ctrl + B
Bold

Ctrl + I
Italic

Ctrl + U
Underline

FORMATTING (cont.)

Ctrl + M
Clear direct formatting

STYLES & HEADINGS

F11
Styles deck on/off

Ctrl + F11
Focus Apply Style box

Ctrl + 0
Body Text style

Ctrl + 1-5
Heading 1 to Heading 5

LISTS & OUTLINE

F12
Numbered list on/off

Tab / Shift + Tab
Demote/promote list or outline level

BREAKS & LAYOUT

Shift + Enter
Line break, same paragraph

Ctrl + Enter
Manual page break

Ctrl + F10
Show nonprinting characters

NAVIGATION & SELECTION

F5
Navigator on/off

FIND & SPELLING

Ctrl + H
Find & Replace dialog

Ctrl + F
Find toolbar

F7
Spelling

TABLES

Ctrl + F12
Insert or edit table